

25X1A

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010025-4

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010025-4

2. Summer Intern Program: Three hundred fifteen completed application forms have been received for the Summer Intern Program. Of these, 24 have been accepted.

25X1A

25X1A

25X1A

3. Briefing: Many of our senior personnel officers attended a briefing given by [REDACTED] OGC and [REDACTED] O/DDA on the new amendments to the Freedom of Information Act and their effect and significance on this Agency.

4. Summer-Only Employment: We now have 355 applications for summer-only employment and have either completed or have scheduled appointments for testing and medical exams for most of the candidates.

5. ADP Conversion: In ADP conversion activities, briefing material has been developed on the STAFFING system for presentation at the January Personnel Officers' Meeting and to provide for a better understanding by Personnel Officers of the nature and requirements of the new system.

25X9

6. Contract Strength: The contract employee on-board strength continues at a fairly even level. Under our two-for-one count for part-time employees working less than 20 hours, the on-board strength for the Agency as of 6 January 1975 was [REDACTED] for 6 December 1974. (Previously reported at 8:30 meeting.)

7. Blood Donors: Blood Donor Day was held on Tuesday, 7 January 1975 and a total of 165 pints of blood were donated.

#### Coming Events

1. We plan to complete the final draft of additional FY 1975 Annual Personnel Plan comments and comparative charts for the Director's review and discussion with the Management Committee.

2. We will continue our review of requests for restoration of forfeited annual leave.

3. Arrangements have been completed for the running of the next PMCD Orientation Course 18 through 24 February.

4. Personnel Officers' Meeting will be held in the Auditorium on 13 January 1975 at 1330 hours.

/s/ F.W.M. Janney

F. W. M. Janney  
Director of Personnel

Distribution:

Orig & 1 - Adse  
1 - DD/Pers/P&C  
1 - DD/Pers/R&P  
1 - DD/Pers/SP  
1 - Chief, SAS  
1 - D/Pers Subject  
1 - D/Pers Chrono

25X1A

O-D/Pers: [REDACTED]:bkf (10 Jan 75)